



Pathways College Catalog Addendum 2019-20

Pathways College has been approved by the BPPE to offer 12 Certificate programs starting January 2020. These certificate programs can be completed within a given timeframe to earn a Certificate of Completion. These certificates may be used as transfer credits into the Pathways College Bachelor of Arts of Business Administration Program if the student meets the entrance requirements into the Bachelor of Arts Program.

Certificate Programs Offered:

Design for Success 1
Design for Success 2
Human Resource Academy
Customer Service Academy
Guest Service Gold
Blueprint for Workplace Success
Security Officer (Armed)
Security Officer (Unarmed)
Basic Guard Card (Power to Arrest)
Culinary and Hospitality Academy
Product Development Academy Training
Construction Pre-Apprenticeship

Certificate Entrance Requirements

Official high school diploma or equivalent from a recognized institution with a cumulative GPA of 2.0 or higher
OR

Wonderlic Basic Skills Test (WBST):
Verbal – 200
Quantitative – 210

English proficiency will be determined by the Wonderlic Basic Skills Test.
Signed enrollment agreement for certificate program.

Students who want to transfer credits into a degree program must meet those requirements upon enrollment into the degree program.



Certificate Program Information

Design for Success 1: 240 Total Hours, 12 weeks – 5 days/week – 4 hours a day

Cost of Program: \$6,250 total (Includes any materials)

Instructor: Clotee McAfee

Eligible Credits Earned: 5

Prerequisites: None

Course Description: Designing for Success Academy I course is an introduction to the Fashion Apparel Sewn Products Industry, including basic terminology, history, fashion reports, and technology. This course will teach students how to operate industrial sewing machine equipment using current tools and techniques as well as how to complete garments in a variety of fabrics. This design is to cross train students to be able to operate multiple machines at the highest quality level possible.

Design for Success 2: 384 Total Hours, 18 weeks – 5 days/week – 4.25 hours a day

Cost of Program: \$7,000 (Includes any materials)

Instructor: Clotee McAfee

Eligible Credits Earned: 8

Prerequisites: None

Course Description: Designing for Success Academy I course is an introduction to the Fashion Apparel Sewn Products Industry, including basic terminology, history, fashion reports, and technology. This course will teach students how to operate industrial sewing machine equipment using current tools and techniques as well as how to complete garments in a variety of fabrics. This design is to cross train students to be able to operate multiple machines at the highest quality level possible.

Human Resource Academy: 65 Total Hours, 12 weeks – 1 day/week – 5.5 hours a day

Cost of Program: \$4,500 (Includes any materials)

Instructor: Araxie Wright

Eligible Credits Earned: 1

Prerequisites: None

Course Description: This course introduces the foundation of human resources management and provides an overview of all the functions needed to be a human resources generalist practitioner. In an effort to align and integrate HR expertise and tools with current and future organizational objectives, one must gain knowledge and understanding of the HR concepts and practices.

Customer Service Academy: 144 Total Hours, 12 weeks – 4 days/week – 3 hours a day

Cost of Program: \$4,800 (Includes any materials)

Instructors: Barbara Sullivan, Carole Y. Jones, Debra Lacroix, Jackie Newsom, Mark A. Wilcher

Eligible Credits Earned: 3

Prerequisites: None

Course Description: Exceptional customer service is pertinent to an organization's success.



Supervisors must understand their role in creating and sustaining standards of excellent customer service in their business operation. To effectively influence customers, supervisors must develop and provide effective ways of developing and motivating employees and measuring service levels. Participants in this course will critique their personal 'way' of delivering customer service. They will emerge trained in the powerful technique “Moments of Truth”, and how this concept transforms organizations from ordinary to extraordinary.

Guest Service Gold: 72 Total Hours, 3 weeks – 4 days/week – 6 hours a day

Cost of Program: \$1,400 (Includes any materials)

Instructors: Barbara Sullivan, Carole Y. Jones, Debra Lacroix, Jackie Newsom, Mark A. Wilcher

Course is ineligible for credit

Prerequisites: None

Course Description: This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Golden Opportunities training prepares employees for the Certified Guest Service Professional (CGSP®) exam. Recognized worldwide, the CGSP® designation is the highest acknowledgement of award-winning guest service for employees in the lodging industry. Topics covered under Blueprint for Customer Service include knowing what customers want, listening to customers and over-the-phone customer service

Blueprint for Workplace Success: 40 Total Hours, 1 week – 5 days/week – 8 hours a day

Cost of Program: \$800 (Includes any materials)

Instructors: Barbara Sullivan, Carole Y. Jones, Debra Lacroix, Jackie Newsom, Mark A. Wilcher

Course is ineligible for credit

Prerequisites: None

Course Description: Blueprint for Workplace Success course is an innovative way to address the soft skills and 21-century employability skills that employers are looking for workplace success and retention. This training will help to improve employer's outcome for underserved populations including youth and young adults or adults that have been out of work for a long time.

Security Officer (Armed): 62 Total Hours, 2 weeks – 5 days/week – 6.2 hours a day

Cost of Program: \$2,050 (Includes any materials)

Instructor: Maria Juarez

Course is ineligible for credit

Prerequisites: Must be at least 18 years of age, Possess right to work in the United States, No history of felony convictions, Not currently on probation or parole, Have no other prohibiting license issues, No active or temporary court ordered restraining orders, Possess valid picture identification, Possess US Citizenship if firearm training is desired, English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of: (a) high school diploma or transcript, or (b) General Education Diploma or transcript (GED), or (c) High School Equivalency Test (HiTest); or (d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School



Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be (1) An Associate Degree, (2) Bachelor's Degree, (3) Master's Degree or above (J.D., PhD, EDD, etc.) from an accredited United States university or college

Course Description: Armed security officer training. Includes Firearms, Taser, Pepper Spray, Handcuffing, CPR/First Aid, Powers to Arrest, WMD, Public Relations, Report Writing, Communications, Liability & Legal, Courtroom Procedures, Post Orders, Trespassing, Crowd Control, Officer Safety, Campus Security, Workplace Violence, Credential Identification, Loss Prevention, Interview & Interrogation, Hands-on Application training.

Security Officer (Unarmed): 44 Total Hours, 1.6 weeks – 8 days – 5.5 hours a day

Cost of Program: \$1,400 (Includes any materials)

Instructor: Maria Juarez

Course is ineligible for credit

Prerequisites: English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of: (a) high school diploma or transcript, or (b) General Education Diploma or transcript (GED), or (c) High School Equivalency Test (HiTest); or (d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be (1) An Associate Degree, (2) Bachelor's Degree, (3) Master's Degree or above (J.D., PhD, EDD, etc.) from an accredited United States university or college

Course Description: A program focusing on the principles and techniques of providing physical security protection to clients in various environments and situations. Includes instruction in security intelligence and information resources operations planning and surveying operations security weapons and explosives defense and offense techniques security and surveillance systems communications systems perimeter and access control weapons of mass destruction contingency planning crowd control cover and evacuation combat and vehicle techniques and applicable legal and administrative responsibilities.

Basic Guard Card (Power to Arrest): 8 Total Hours, 1 day – 8 hours a day

Cost of Program: \$525 (Includes any materials)

Instructor: Maria Juarez

Course is ineligible for credit

Prerequisites: Must be at least 18 years of age, Possess right to work in the United States, No history of felony convictions, Not currently on probation or parole, Have no other prohibiting license issues, No active or temporary court ordered restraining orders, Possess valid picture identification, Possess US Citizenship if firearm training is desired, English language requirement: Students must have the ability to read and write English at the level of a graduate of a United States of America high school as demonstrated by the possession of: (a) high school diploma or transcript, or (b) General Education Diploma or transcript (GED), or (c) High School Equivalency Test (HiTest); or (d) Test Assessing Secondary Completion (TASC) offered by California Department of Education approved companies or schools authorized to issue a California High



School Equivalency Certificate or Official Transcript; or attained a higher level of education in the United States which would be (1) An Associate Degree, (2) Bachelor's Degree, (3) Master's Degree or above (J.D., PhD, EDD, etc.) from an accredited United States university or college Course Description: Basic Guard Card 8 is designed to expand student knowledge of security programs and how they work. The course provides a solid foundation in the basics of unarmed security and the latest information in security systems. Graduates received a certificate of completion and Guard Card permit authorizing them to do work in the view of unarmed security.

Culinary Arts and Hospitality Academy: 408 Total Hours, 16 weeks – 4 days/week – 6 hours a day

Cost of Program: \$7,000 (Includes any materials)

Instructor: Deljah S. Dickson

Eligible Credits Earned: 9

Prerequisites: None

Course Description: This sixteen-week certificate program provides hands-on culinary, baking, hospitality and service skills training for entry-level jobs in the foodservice and hotel industry. Based on the current and projected future needs in the foodservice industry, this curriculum is designed to encompass an in-depth introduction to culinary skills, dining room service, nutrition, sanitation standards, food history, high volume food production, personal wellness and job opportunities are available throughout the food and hospitality industry.

Product Development Academy Training: 394 Total Hours, 16 weeks – 4days/week – 6 hours a day

Cost of Program: \$7,000 (Includes any materials)

Instructor: Angela McAfee

Eligible Credits Earned: 8

Prerequisites: None

Course Description: The objective is to give students first-hand experience that will prepare them for today's media enriched environment by providing them with a strong foundation of computer design and screen-printing technology skills. The course is project-based curriculum will allow students to apply design elements and principles to authentic projects such as logo design, screen printing, T-shirt and promotional design. Students will be able to view art from a historical and cultural perspective while exploring how the use of art, media and technology has evolved into a platform central to effective marketing and communication. The students will gain crucial skills and problem-solving strategies specific to the arts, technology and media fields that will make them an effective professional for a sustainable career pathway.

Construction Pre-Apprenticeship: 144 hours, 12 weeks – days/week – 6 hours a day

Cost of Program: \$6,000

Instructor: Raul Guzman

Course is ineligible for credit

Prerequisites: None



Course Description: This program consists of five (5) courses offered for CEU credit and is focused on knowledge and skills required to become a successful apprentice in the construction industry. Participants will be prepared with a solid foundation in order to join and complete a state recognized construction apprenticeship program by meeting performance expectations of employers. The Construction Pre-Apprenticeship Certificate of completion program focuses on preparing entry level construction workers to understand safety regulations, recognize safety processes; utilize common equipment and tools used in construction and how to perform first aid and cardio-pulmonary resuscitation. Participants who complete the program will be trained to qualify for a second period apprentice positions. Participants who complete the certificate program will increase their ability to complete an apprenticeship program of choice by 75%.

Certificate Program Faculty Qualifications

- Ms. Deljah S. Dickson** Culinary/ Baking and Pastry: Le Cordon Bleu College of Culinary Arts Chicago, Master Chocolatier: Valrhona France, Pralinarium courses, Pastronomy
- Mr. Raul Duzman** Associates of Science, Construction Technology: El Camino College, Designated Subject Teaching Credential, Construction Trades: California State University Long Beach, Authorized OSHA Outreach Instructor: California State University, Dominguez Hills
- Ms. Carole Y. Jones** Human Resources, American InterContinental University (2006 and 2013)
- Ms. Debra J.M. LaCroix** B.A. California Lifetime Teaching Credential: California Lutheran University, Certification: California College of Executive Coaching, MBA equivalent: Dun & Bradstreet Financial Analysis Training Program
- Ms. Maria Juarez** B.A. Business Management: California Baptist University, A.A. Liberal Arts, Mt. San Antonio College, Baton Advance Instructor: Monadnock Police Training Council, Authorized Instructor - First Aid & CPR, AED: American Red Cross,



Interview & Interrogations: John E. Reid & Assoc.,
Approved Trainer and Harassment Training:
Strategic HR Services, Inc., Explorer Lt. : Los
Angeles County Sheriff's Dept., Explorer, Master At
Arms: U.S. Customs, Special Weapons Training: Rio
Hondo Police Academy

Ms. Angela McAfee

BAA: Broadcasting, Minor in Media Design,
Production, & Technology: Central Michigan
University; Certification: Event Management
Professional: The George Washington University;
Certification: Etiquette and Protocol Expert:
Certification: Life & Holistic Wellness Coach;
Certification: Facilitator of Outreach Programs
(Department of Justice): Department of Justice;
Certification: Life & Holistic Wellness Coach:
Spencer Institute

Ms. Clotee McAfee

MBA Entrepreneurial Program – Certificate of
Completion: U.C. Los Angeles Anderson School of
Business, Associates of Arts: Fashion Institute of
Technology New York

Ms. Jackie Newsom

B. S. Business Administration: California State
University-Dominguez Hills, M.S. Systems
Management and Certification in Management
Information: University of Southern California,
Certified to administer the Meyers Briggs Type
Indicator: Center for Applications of Psychological
Typing

Ms. Barbara Sullivan

MEd and B.S. Sociology: Tuskegee University, Small
Business Executive Leadership Program:
Clark-Atlanta University School, Executive
Leadership Program, Tuck Business School,
Dartmouth University

Mr. Mark A. Wilcher

MBA: Webster University, B.A., Education, Indiana



State University, Terre Haute, Graduate of the
Anderson School of Management at UCLA

Ms. Araxie Wright

J.D.: University of West Los Angeles; B.A. Industrial
Psychology: California State University, Northridge